

# Texas Education Agency Standard Application System (SAS)

<b>2018–2019 Technology Lending</b>		
<b>Program authority:</b>	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 <sup>th</sup> Texas Legislature; Texas Education Code Section 32.301	<b>FOR TEA USE ONLY</b> Write NOGA ID here:
<b>Grant Period:</b>	May 1, 2018, to August 31, 2019	
<b>Application deadline:</b>	5:00 p.m. Central Time, February 6, 2018	Place date stamp here.
<b>Submittal information:</b>	<p>Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address:</p> <p style="text-align: center;">Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494</p>	
<b>Contact information:</b>	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

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## Schedule #1—General Information

### Part 1: Applicant Information

Organization name	County-District #	Amendment #	
Clear Creek ISD	084910		
Vendor ID #	ESC Region #		
1-746001892	4		
Mailing address	City	State	ZIP Code
2425 E. Main Street	League City	TX	77573-2743

### Primary Contact

First name	M.I.	Last name	Title
Cindy		Stamps	Director of Federal Programs
Telephone #	Email address		FAX #
281-284-0103	cstamps@ccisd.net		281-284-9924

### Secondary Contact

First name	M.I.	Last name	Title
Chris		Kidwell	Grant Writer
Telephone #	Email address		FAX #
281-284-0018	ckidwell@ccisd.net		281-284-9924

### Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.

#### Authorized Official:

First name	M.I.	Last name	Title
Greg		Smith	Superintendent
Telephone #	Email address		FAX #
281-284-0000	grsmith@ccisd.net		281-284-9924

Signature (blue ink preferred)

Date signed

*Greg Smith*

Only the legally responsible party may sign this application.

2/5/18

**Schedule #1—General Information**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 3: Schedules Required for New or Amended Applications**

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	<input type="checkbox"/>
9	Supplies and Materials (6300)		<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**\*IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, the application will be disqualified.

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 1: Required Attachments**

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

**Part 2: Acceptance and Compliance**

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

**Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.**

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines</u> for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 3: Program-Specific Provisions and Assurances**☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

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**Schedule #5—Program Executive Summary**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

McWhirter Elementary  
League City Elementary  
Clear Lake City Elementary

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

Clear Creek Independent School District (CCISD) proposes to implement a Technology Lending Grant to increase access to digital instruction materials for students in the 4<sup>th</sup> and 5<sup>th</sup> grades at three Title I elementary schools. Specifically, CCISD will purchase and deploy approximately 200 LTE-equipped laptops, loaning them to students at participating schools, so they can access digital instructional materials outside of the school building. "LTE" stands for "Long-Term Evolution" and is an industry standard reflecting the fastest wireless connection for mobile devices. LTE-equipped laptops will enable students to access the Internet at the fastest available mobile connection speed.

CCISD administrators developed the proposed budget by assessing current technology practices, identifying student needs, and specifying the appropriate devices and services to meet those needs. CCISD currently provides take-home laptops for students in grades 6-12 throughout the district, and in grades 4-5 at select schools. However, many CCISD students do not have reliable access to the Internet in their homes. CCISD surveys in 2013, 2014, and 2015 consistently indicate around 4% of CCISD students lack Internet access at home. Moreover, the district has found in recent years that many students access the Internet at home only through a family member's mobile phone. The participating schools use an adaptive curriculum to fill gaps in learning such as Lexia, Dream Box, etc. These programs are not functional through a cell phone. These students represent our student population with the greatest needs and learning gaps. CCISD proposes to bridge the digital divide for these students by purchasing and checking out LTE-equipped laptops for their use at home. The program will include students with disabilities, and economically disadvantaged students, as priorities when determining which students receive the LTE-equipped devices.

The program will benefit 4<sup>th</sup> and 5<sup>th</sup> grade students at the participating schools. CCISD supports innovative, evidence-based instructional practices, including collaborative learning, personalized learning, and blended learning. This type of instruction relies on the student's ability to access and engage with the curriculum both during and outside the school day. Teachers make assignments with the expectation students will interact with curriculum content outside of school years, so students will then be able to learn collaboratively with others during the school day. The content is made available to students through a variety of online resources and software applications, all of which require Internet access on a laptop or PC. Students who cannot access the Internet from home on robust laptop or PC devices are not able to interact with online content from home, which then hinders their ability to learn collaboratively during the school day.

By adding the availability of LTE-enabled laptops to students at the participating schools, CCISD will accomplish the following:

- Provide students with internet accessible devices;
- Increase student achievement by having accessibility to itsLearning (learning management system) from home without needing to go somewhere else;
- Increase attendance rates, thereby increasing student engagement

The process for developing the CCISD Technology Lending program started with a needs assessment at both the campus and district levels, and focused on gaps between current technology resources and student needs. The proposed program will be overseen by the Chief Technology Officer, who will also serve as the Project Director, in close coordination with the Assistant Superintendent for Elementary Education. The Learning Technology Lead for Elementary will manage day-to-day operations within the project.

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**Schedule #5—Program Executive Summary (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

CCISD performs program evaluation on a regular and ongoing basis. The CCISD Department of Assessment and Evaluation supports program quality and effectiveness by performing periodic program reviews of all district initiatives. In 2017, the district completed its two-year evaluation of the existing "1:1" technology initiative, resulting in the current Student Devices initiative. The proposed Technology Lending supports the strategic plans set forth in the latest program evaluation. The district will use a variety of assessment tools, including student academic performance and attendance data, to measure project effectiveness. CCISD will also provide documentation of assessment activities and student performance that will be shared with TEA and other entities as appropriate.

The proposal, as submitted, answers the statutory requirement to implement a Technology Lending project, and completely and accurately answers all TEA requirements as spelled out in the sections of this application. CCISD is committed to the goals of the grant program and to pursuing the necessary resources to ensure program sustainability. CCISD has already committed, and will continue to commit, substantial local funds to support instructional technology.

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**Schedule #6—Program Budget Summary**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85<sup>th</sup> Texas Legislature; Texas Education Code Section, 32.301

Grant period: May 1, 2018, to August 31, 2019

Fund code: 410

**Budget Summary**

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$0	0	\$0
Schedule #9	Supplies and Materials (6300)	6300	\$149,174	0	\$149,174
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0
Schedule #11	Capital Outlay (6600)	6600	\$0	\$0	\$0
Total direct costs:			\$149,174	\$0	\$149,174
.0555% indirect costs (see note):			N/A	\$826	\$826
Grand total of budgeted costs (add all entries in each column):			<b>\$149,174</b>	<b>\$826</b>	<b>\$150,000</b>

**Administrative Cost Calculation**

Enter the total grant amount requested:	\$150,000
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result.	\$27,500
This is the maximum amount allowable for administrative costs, including indirect costs:	

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

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<b>Schedule #9—Supplies and Materials (6300)</b>		
County-District Number or Vendor ID: 084910		Amendment number (for amendments only):
<b>Supplies and Materials Requiring Specific Approval</b>		
		<b>Grant Amount Budgeted</b>
6300	Total supplies and materials that do not require specific approval:	\$149,174
<b>Grand total:</b>		<b>\$149,174</b>

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

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**Schedule #12—Demographics and Participants to Be Served with Grant Funds**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 1: Student Demographics of Population To Be Served With Grant Funds.** Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.

Student Category	Student Number	Student Percentage	Comment
Economically disadvantaged	132	66%	
Limited English proficient (LEP)	68	34%	
Disciplinary placements	1	0.5%	
Attendance rate	NA	96%	
Annual dropout rate (Gr 9-12)	NA	DNA	Program will serve only Grades 4-5

**Part 2: Students To Be Served With Grant Funds.** Enter the number of students in each grade, by type of school, projected to be served under the grant program.

**School Type:** ☒ Public ☐ Open-Enrollment Charter ☐ Private Nonprofit ☐ Private For Profit ☐ Public Institution

**Students**

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
0	0	0	0	0	100	100	0	0	0	0	0	0	0	200

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**Schedule #13—Needs Assessment**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 1: Process Description.** A needs assessment is a systematic process for identifying and prioritizing needs, with “need” defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD engages in both annual and ongoing needs assessments at both the district and campus levels, seeking input from the community through a variety of committees. In addition to traditional parent/community involvement committees such as Campus Instructional Improvement Councils and District Instructional Improvement Councils, CCISD facilitates committees that include students, parents, faculty and staff, as well as the community at-large. The needs assessment process reviews trends in student performance, analyzes the different assessment tools previously used, and includes supporting data from other departments.

Specific to this proposal, district administrators assess the needs of elementary students through home surveys regarding home Internet access, an inventory of the devices currently available, data on usage of digital instructional materials, and the District Technology Plan. Staff then compared this data to the current technology lending program. Based on this needs assessment, district staff prioritized the following needs:

- Need to provide students with internet accessible devices;
- Need to increase student achievement by having accessibility to itsLearning (learning management system) from home without needing to go somewhere else;
- Need to increase attendance rates, thereby increasing student engagement

Based on these student needs, district staff has designed a program that proposes to focus resources on three elementary schools: Clear Lake City Elementary, League City Elementary, and McWhirter Elementary. These campuses were chosen for the following reasons:

- Title I campuses with high concentration of economically disadvantaged students (all three campuses);
- Campuses with blended learning pilots (Clear Lake City Elementary and League City Elementary); and
- High number of students without internet access at home (all three campuses).

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**Schedule #13—Needs Assessment (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 2: Alignment with Grant Goals and Objectives.** List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Students without Internet at home need Internet-enabled devices.	The program will result in participating students having LTE-equipped laptop devices to access the Internet anywhere cellular coverage is available.
2.	Students need to increase their achievement by having accessibility to itsLearning (learning management system) from home without needing to go somewhere else.	The program will allow participating students to use their LTE-equipped devices to access itsLearning and other digital instructional materials from home without needing to go somewhere else.
3.	Students need to increase their attendance rates,	The program will enable participating students to increase their attendance rates.
4.	Students need increased to increase content engagement and academic achievement.	The program will enable participating students to increase content engagement and academic achievement.
5.	Parents without Internet at home need more avenues to collaborate with their students on schoolwork.	The program will enable participating students and their parents to work collaboratively so parents can better support student achievement.

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**Schedule #14—Management Plan**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 1: Staff Qualifications.** List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Assistant Superintendent for Elementary Ed.	Master's degree in education administration; Texas mid-management/principal or appropriate Texas certification; Effective communication and interpersonal skills; Knowledge of curriculum and instruction w/emphasis in grades PK through 5; Excellent problem-solving and conflict resolution skills; Understanding of school board policy, regulation, and procedures; Minimum 3 years successful classroom teacher experience; Minimum 3 years instructional leadership experience.
2.	Chief Technology Officer	Bachelor's degree in Engineering, Computer Science or related area preferred; Master's degree preferred; Certified Education Technology Leader (CETL) preferred; Effective public relations, communication, and interpersonal skills; Knowledge of curriculum and pedagogy; Ability to interpret policy, procedures, and data; Minimum 5 years school technology management experience; Minimum 3 years teaching experience preferred.
3.	Learning Technology Lead for Elementary	Master's degree (preferred); Valid Texas teaching certificate; Strong organizational, communication, and interpersonal skills; Comprehensive understanding and knowledge of curriculum, instruction, and instructional technologies; Experience creating instructional materials to promote technology use; Minimum 5 years successful classroom experience; Minimum 3 years working with computer hardware and instructional software; Experience integrating technology.
4.	Campus Computer Technicians	High school diploma required, college preferred; A+ certification preferred; Must pass criminal history and MVR driving record checks; Effective communication and interpersonal skills; Ability to understand operation of equipment; Ability to read, follow, and interpret software and hardware manuals; 2 years' experience providing customer and technology service and support; Experience installing and troubleshooting telecommunication equipment and software.

**Part 2: Milestones and Timeline.** Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Provide students with LTE-equipped devices at participating campuses.	1. Specification, bidding, negotiation award process	05/01/2018	06/01/2018
		2. Order 200 laptop devices for student use	06/01/2018	06/15/2018
		3. Receive, inventory, and image 200 devices	07/15/2018	08/30/2018
		4. Check 200 devices out to students	08/20/2018	09/20/2018
		5.	XX/XX/XXXX	XX/XX/XXXX
2.	Students use LTE-equipped devices to access digital instructional materials.	1. Students demonstrate need for LTE-enabled device	08/20/2018	09/20/2018
		2. Student or parent signs Tech Lending Agreement	08/20/2018	09/20/2018
		3. 200 students receive device and undergo training	08/20/2018	05/30/2018
		4. 200 students access digital instructional materials	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
3.	Student attendance rates, engagement, and achievement increase.	1. Participating students show gains in attendance	08/20/2018	05/30/2018
		2. Participating students show gains in achievement.	08/20/2018	05/30/2018
		3.	XX/XX/XXXX	XX/XX/XXXX
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
4.		1.	XX/XX/XXXX	XX/XX/XXXX
		2.	XX/XX/XXXX	XX/XX/XXXX
		3.	XX/XX/XXXX	XX/XX/XXXX
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX

Unless pre-award costs are specifically approved by TEA, grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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**Schedule #14—Management Plan (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 3: Feedback and Continuous Improvement.** Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Progress monitoring and continuous improvement are an integral component of all CCISD programs. CCISD performs program evaluation on a regular and ongoing basis, and the Department of Assessment and Evaluation supports program quality and effectiveness by performing periodic program reviews of all district initiatives. In 2017, the district completed its two-year evaluation of the existing "1:1" technology initiative, resulting in the current Student Device initiative. The proposed Technology Lending supports the strategic plans set forth in the latest program evaluation. The district will use multiple assessment tools, including student academic performance and attendance data, to measure project effectiveness. CCISD will also provide documentation of assessment activities and student performance that will be shared with TEA and other entities as appropriate. CCISD also provides continuous project monitoring through its Grant Team, which meets monthly to review grant expenditures and progress.

CCISD uses a variety of tools to communicate changes to administrative staff, teachers, parents and members of the community. CCISD communicates through email, callouts, "Remind" texts, community and employee newsletters, social media (Twitter, Facebook, and Instagram) and the district website (ccisd.net).

**Part 4: Sustainability and Commitment.** Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD currently implements technology lending for all 6<sup>th</sup>-12<sup>th</sup> grade students, and some students in Grades 4-5 at pilot elementary schools. However, LTE-equipped devices are not available through the existing program. CCISD will coordinate efforts to ensure the LTE devices go to students who need them the most.

CCISD is committed to the goals of the grant program and to pursuing the necessary resources to ensure program sustainability. The district's technology plan is in accordance with and works to support the district Strategic Plan and the Superintendent's Targets. Continued effectiveness in meeting these targets is assured through collaborative relationships and planning between Curriculum, Technology, and Professional Learning staff.

The CCISD Board of Trustees, through its commitment to the Superintendent's targets and the District Technology Plan, has expressed its ongoing commitment to providing student devices. While the district has committed substantial local funding to the Student Devices initiative, this unique opportunity enhances and expands up on this initiative, providing access to digital instructional materials at home for students who otherwise would not have it. CCISD will continue to allocate necessary local funds to support Student Devices, including repair and replacement as needed.

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**Schedule #15—Project Evaluation**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Part 1: Evaluation Design.** List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Inventory of LTE-equipped devices issued to students.	1.	Inventory will reflect 200 LTE-equipped devices checked out to students.
		2.	
		3.	
2.	Data on student utilization of digital instructional materials.	1.	Utilization data will show an increase in student use of digital materials.
		2.	
		3.	
3.	Student attendance data.	1.	A majority of participating students will demonstrate increased attendance.
		2.	
		3.	
4.		1.	
		2.	
		3.	
5.		1.	
		2.	
		3.	

**Part 2: Data Collection and Problem Correction.** Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD will collect several types of data to evaluate program effectiveness, including inventory data, data showing student utilization of digital instructional materials, student achievement data, Internet usage data, and attendance data. CCISD completed a program evaluation of its current technology lending program in 2017, and will continue to monitor the proposed program in a similar fashion.

The Project Director will work with the Department of Assessment and Evaluation to ensure accurate data collection and a rigorous analysis of all program metrics.

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**Schedule #16—Responses to Statutory Requirements**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**Statutory Requirement 1:** Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD currently implements technology lending for all 6<sup>th</sup>-12<sup>th</sup> grade students, and some students in Grades 4-5 at pilot elementary schools. The current technology lending program is funded primarily through the use of local funds. The current technology lending program does not allow for provision of LTE-equipped devices. CCISD will coordinate efforts to ensure the LTE devices go to students who need them the most.

As indicated previously, many CCISD students do not have reliable access to the Internet in their homes. CCISD surveys in 2013, 2014, and 2015 consistently indicate around 4% of CCISD students lack Internet access at home. Moreover, the district has found in recent years that many students access the Internet at home only through a family member's mobile phone. The participating schools use an adaptive curriculum to fill gaps in learning such as Lexia, Dream Box, etc. These programs are not functional through a cell phone. These students represent our student population with the greatest needs and learning gaps. CCISD proposes to bridge the digital divide for these students by purchasing and checking out LTE-equipped laptops for their use at home.

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**Schedule #17—Responses to TEA Program Requirements**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**TEA Program Requirement 1:** Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district's technology lending program aligns with and works to support the district Strategic Plan and the Superintendent's Targets. Specifically, the proposed program will improve performance on the following target:

*Enhance usage and application of STUDENT DEVICES L2L (our one-to-one device initiative) through improvement in specific growth measures as follows:*

- *Increase the percent of parents reporting their children regularly use a district issued device on the L2L survey to 70% or greater.*
- *Increase the percent of teachers reporting they incorporate the use of student devices in their lessons on the L2L survey to 50% or greater.*
- *Increase the percent of students reporting they use a tablet, laptop, or computer at least a couple times per week in each of their core classes on the L2L survey to 70% or greater.*

By enabling students to access and interact with digital instructional materials outside the school day, CCISD will expand effective instruction time for students and improve collaborative learning capacity for both students and parents.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**TEA Program Requirement 2:** Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD will provide Internet access to student residences by purchasing LTE-enabled laptop computer, with basic specifications equivalent to or better than an HP ProBook x360, and issuing these devices to students who qualify through a) a demonstrated economic need; b) a documented disability; and/or c) a lack of Internet access at home. CCISD will complete the following steps (as indicated in timeline in schedule 14):

1. Provide students with LTE-equipped devices at participating campuses:
  - a. Write specifications, undergo a competitive procurement, negotiation, and award a contract;
  - b. Order 200 LTE-equipped laptop devices for student use;
  - c. Receive, inventory, and image the 200 LTE equipped-devices; and
  - d. Check 200 LTE-equipped devices out to students.
2. As part of this process, district staff will also:
  - a. Give students the opportunity to demonstrate the need for an LTE-enabled device;
  - b. Determine which students will receive LTE-enabled device based on demonstrated need;
  - c. Ensure the 200 students who receive an LTE-equipped device and also undergo appropriate training; and
  - d. Ensure the 200 participating students have home access to the Internet and to appropriate digital instructional materials.

CCISD will provide Internet access for the LTE-equipped student devices by incorporating that service into its current wireless service contracts with AT&T. CCISD will cover the cost of this access using local funds.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**TEA Program Requirement 3:** Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The proposed technology lending program aligns with CCISD's long-range technology plan, its blended learning implementation plan, and the District Strategic Plan. CCISD supports innovative, evidence-based instructional practices, including collaborative learning, personalized learning, and blended learning. This type of instruction relies on the student's ability to access and engage with the curriculum both during and outside the school day. Teachers make assignments with the expectation students will interact with curriculum content outside of school years, so students will then be able to learn collaboratively with others during the school day. The content is made available to students through a variety of online resources and software applications, including ItsLearning, BrainPop, Dreambox, and Lexia. These programs are described in detail in the next section, "TEA Program Requirement 4".

The current CCISD Student Device plan supports other instructional initiatives at CCISD by supporting the use of digital instructional materials by all students. One important component of the CCISD Student Device program is Digital Citizenship. Developed by and for students, the CCISD Digital Citizenship policy supports instruction by helping students understand the responsibilities of interacting in a digital world. To support these efforts, CCISD installs Global Protect to ensure student devices always have a content filtering on by connecting to the district.

The proposed program enhances the existing program by expanding the availability of digital instructional materials outside the school building, supplementing the current student device program by providing home Internet access to students who need it the most.

**TEA Program Requirement 4:** Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD currently uses digital instructional materials in all foundation curriculum subject areas for most grade levels. This includes the use of:

- ItsLearning: the district online learning management system enables teachers and students to interact with the content digitally and at their own pace. It also helps facilitate blended learning by serving as a medium for sharing content in different formats;
- BrainPop: is an animated learning site that provides content in most core areas in an accessible and engaging format;
- Dreambox: Online math skill building program, utilized extensively at the elementary and intermediate level; and
- Lexia Learning Core5: differentiated reading instruction, targeting skill gaps as they emerge, and providing teachers with the data and student-specific resources).

Among these, BrainPop and Dreambox also provide digital instructional materials in Spanish, so LEP and ESL students can access materials in both languages. Moreover, CCISD provides links to digital instructional materials in both English and Spanish through ItsLearning.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**TEA Program Requirement 5:** Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD has been supporting student use of devices through its current technology plan for at least three years. The proposed program expands this support by adding LTE-equipped devices to the implementation at participating campuses. Several CCISD staff are committed to ensuring adequate support for student use of these devices. In addition to the Chief Technology Officer and the Learning Technology Lead for Elementary, the district will provide a Learning Technology Coach and a Campus Technician at each participating campus.

Students will receive free and timely technical assistance in using their devices, including Internet access, at their campus. Parents are also an integral part of supporting student learning, and the LTE-equipped devices will increase the capacity of parents to work collaboratively with students to support their learning. CCISD provides periodic trainings for parents on how to interact with district-provided digital instructional materials. By providing LTE-equipped devices, CCISD will improve the ability of parents to interact with their students in accessing these materials, thereby also increasing family engagement. Moreover, CCISD provides specific programs for online parental involvement, such as the "ReadyRosie" Active Family Engagement resource, which will be available to more parents through the deployment and use of LTE-equipped student devices.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 084910

Amendment # (for amendments only):

**TEA Program Requirement 6:** Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD has been implementing a technology lending program for years, so district staff understand how to check out and monitor devices to students. Campus Computer Technicians will checkout devices to students and work with teachers to monitor student use. CCISD uses Follett Destiny to track all technology inventory. Steps in this process will include:

- Receive the laptop device into Follett Destiny;
- Image the laptop as a CCISD device: includes Office 365 and provides access to common applications such as ItsLearning (learning management system), BrainPop, Skyward student information system, Lexia Core 5, and DreamBox, among many others.
- Ensure ability to track location of student device with Absolute;
- Install Global Protect to ensure students have a device with filtering always on by connecting to the district;
- Issue device to student by student ID number;
- Ensure student has signed Tech Lending Agreement;
- Provide student with orientation on use of device;

Devices are checked in at the end of each school year, again using Follett Destiny for inventory control. CCISD estimates the number of devices proposed will be sufficient to cover the students who qualify through a) a demonstrated economic need; b) a documented disability; and/or c) a declared lack of Internet access at home. Repairs, updates, and other maintenance will be performed by district staff, up to and including warranty work and/or replacement. The anticipated warranty period on the LTE-equipped devices will be five years, which equates roughly to the useful life of these devices.

**TEA Program Requirement 7:** Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CCISD tracks all technology inventory through Follett Destiny, which enables the district to identify each device and track it from purchase, through checkout to an individual student, to check-in. This process is described in detail above in "TEA Requirement 6".

CCISD self-insures its current technology lending program. CCISD uses local funds and student fees to fund repairs and replacement as needed. Because students in the proposed program will have demonstrated an economic need or disability, CCISD will use local funds to cover the insurance cost for these students.

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